



## Job Description – National Events Manager

**Note: This Job Description May be Amended as Agreed between NKOA and the Event Manager**

### **Appointment**

The National Events Manager will be appointed by the NKOA Council in accordance with Rule 33.0 and 34.0 of the NKOA Race Rules. Note: This Job may encompass both Event Manager and Race Director roles as per race rules 33.0 and 34.0.

### **Responsibilities**

The purpose of the National Events Manager role is to organise and carry out the successful running of the following events (National Sprint Championships, National Secondary School Sprint Championships and National Long Distance Championships (From 2009) in accordance with the directions and decisions of the NKOA and/or any contract with NKOA.

Responsibilities are to include:-

- ***Foremost, pursuing the goal of achieving an excellent, professionally organised and run events; and instilling this goal in all that are involved in the planning for and running of the event.***
- Responsibility to NKOA for all aspects relating to the organising and running of the event.
- Attend NKOA Council meetings as National Event manager (The position does not carry a vote).
- From the date of appointment, reporting to, and being an advisor to, the NKOA.

- Liaising at regular intervals NKOA Events sub committee or NKOA Event delegate.
- The following functions:-

### **Functions**

1. No less than 7 months prior to any Nationals event the Event Manager will liaise with venue owners and government authorities to ensure all necessary approvals are in place.
2. No less than 7 months prior to any Nationals event the Event Manager will in consultation with the NKOA Executive prepare a event marketing plan, Event financial plan (Budget), and media liaison plan. A report on the setting up of the venue, event administration and race administration. No less than 3 months prior a report on the Junior and Senior Social functions. In preparing the financial plan (Budget) the Event Manager shall liaise with the NKOA Treasurer.
3. The National Event manager should provide a critical path timeline for each event. This timeline should include prior, during and post event activities.
4. No less than 3 months prior to the event, appoint, or have definite processes in place to appoint, as necessary, persons to conduct support duties, marketing and promotion, sponsorship, Race management officials (Starters, Judges Loading Bay and other identified positions) on-site co-ordination, on-site PA systems, media liaison, finances, food vendoring, food and refreshments for all official (including race officials), VIP and sponsors facilities, health and safety (including Registered Medical Practitioner for Rule 15.2 functions), venue security, entertainment on-site, Junior and Senior social functions, and any other role deemed necessary by National Event manager and NKOA. These appointments contracted or volunteer must be inline with previously signed off Event Budget.
5. The National Events Manager shall provide regular feedback to NKOA via one point of contact as to the status of pre event management.

6. The National Events Manager shall be given access to NKOA Technology (Website etc) to disseminate and collect information.
7. The National Events Manager is able to utilise the services of the NKOA secretary to communicate with member should the need arise.
8. Managing all matters relating to the running of the events. Note: If Members of NKOA are required to they may assist in the running of an event. However, it is expected that, decisions and responsibilities relating to the actual running of the event shall be those of the National Event Manager.
9. Post Event: The National Events Manager shall provide NKOA with an event report no more than one month after the completion of an event. The event report should include but are not limited to; An event evaluation, Summary Feedback from participants, Event Mangers feedback, volunteer feedback. Improvements for the future, recommendations to NKOA and a summary of finances in consultation with treasurer.

### **Skills Required**

**Necessary**

**Desirable**

- Proven experience and success in the organisation of major sporting events similar to national or international level outrigger canoe championships.
- Ability to prepare a clear event strategy which will ensure excellence as per the job description.
- Ability to meet the requirement of an excellent event whilst confidently producing the required economic return to NKOA and a fair fee to competitors.
- Ability to perform to the requirements of the job description
- Knowledge of the needs of the outrigger canoeing fraternity, or the preparedness to gain that knowledge within a short time
- The ability to communicate well at all levels, most importantly with the NKOA Council and race volunteers and officials.
- An understanding of the importance of the cultural basis to the sport
- Experience in outrigger canoe organisation and management
- Qualifications in Event Management or similar work experience

**Notes:**

The Events Manager is a contracted position, The individual who holds this role, cannot hold any other positions on the NKOA Council